



profit from the
EXPERIENCE

THE WISE OWLS COMMITMENT AGE WORKS PROJECT

WHAT WE OFFER YOU:

1. An initial assessment leading to an agreed course of action
2. Advice and Age Works employability courses if required.
3. Help with basic CV preparation and application writing.
4. Help with interview techniques
5. Access and use of web site
6. Identification of suitable employment matching your skills to employer requirements.
7. Support during job search and application.

WHAT WE EXPECT FROM YOU:

1. You will turn up on the required dates and on time for any meeting or training courses.
2. If Age Works identifies suitable work for you and provides you with an application form, you must complete the application in a timely manner and provide a copy to Age Works. Age Works can send your cv to employers prior to contacting you about a vacancy. It is your responsibility to let Age Works know if you no longer wish your cv to be sent to employers.
3. All interviews must be attended unless Age Works is notified in advance of your inability and valid reason as to failure to attend.
4. If you are put forward and agree to attend a training course, you must attend on time, all aspects of the course.
5. If you have agreed to be submitted to a job, and you attend an interview and an offer is made, it is assumed that you will accept the position.
6. If you attend a course with Age Works, you must be on time, and act in an appropriate and responsible manner, respect other students and staff, use the equipment in a responsible and appropriate way, and be prepared to actively achieve all training aims and outputs.

I understand what Age Works is offering and give permission for Wise Owls to act on my behalf. I agree I am actively looking for work. I accept their requirements of me and will therefore provide Wise Owls with information of gaining full time/part time employment by providing evidence of my start letter with an employer.

PRINT NAME.....

APPLICANTS SIGNATURE.....

I have explained the Age Works Wise Owl commitment document, and in my opinion this client understands how Wise Owls will work with them.

AGE WORKS SIGNATURE:.....



DATE:

PLEASE NOTE: FAILURE TO COMPLY WITH THE TERMS OF THIS AGREEMENT MAY LEAD TO WISE OWLS SUSPENDING THEIR SERVICE TO YOU.